

Wisconsin Department of Safety and Professional Services

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ACCOUNTING EXAMINING BOARD

INSTRUCTION PACKET FOR CERTIFIED PUBLIC ACCOUNTANT CREDENTIAL

Enclosed are the forms for applying for a Certified Public Accountant credential. **This is not the application to apply for the CPA examination.** If you wish to apply for the exam, please call 1-800-CPA-EXAM or go to the web at www.nasba.org/nasbaweb.nsf/exam.

ALL APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:

APPLICATION - All applicants for credential (licensure) as a Certified Public Accountant must complete an application for Certified Public Accountant Credential (Form #130). Please type or print all information when completing the application.

FEES - Please submit fees by check or money order made payable to the Department of Safety and Professional Services. **NOTE:** Candidates who sat for the exam in Wisconsin from May 1996 to November 2003, have already submitted the initial credential fee. DO NOT remit the credential fee again.

PERSONAL CHRONOLOGICAL RESUMÉ OF ACCOUNTING EXPERIENCE (FORM #128) – Provide a complete chronological listing of your background. The experience requirements are outlined in Chapter Accy 5, Wis. Admin. Code. Specify whether employment is full time or part time.

VERIFICATION OF EMPLOYMENT AND EXPERIENCE EVALUATION (FORM #127) - Document a minimum of 12 months of experience to apply for a credential. Experience must have been acquired after the applicant had earned a bachelor's or master's degree that qualified the applicant to take the CPA examination. You may make as many copies of the form as needed. Type or print your name, sign and date Part I, and forward to your employer(s) to complete Part II. Your employer should complete Form #127 and return it to you so that you can submit it with your application. **A position description must be included for each verification of employment and must be dated and signed by your employer.**

EDUCATION - Candidates who sat for the exam as Wisconsin candidates beginning May 1996 have been prequalified and your transcripts are on file. Do not remit the transcript again. Candidates applying by endorsement or transfer of examination credit from another jurisdiction are required to submit an official transcript showing courses taken and degrees received. Unofficial copies of transcripts are not acceptable. The transcript(s) must be sent by the college or university to you so you can submit the transcript with your application. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s).

Coursework taken at a 2-year community or technical college is NOT acceptable unless it can be transferred to and appears on the transcripts of a 4-year bachelor degree-granting institution.

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Education received from an institution outside of the United States must be evaluated by a credential evaluation service to determine if the education received at the foreign institute of learning is equivalent to a bachelor's or higher degree with a resident major in accounting from an institution that is accredited by the North Central Association of Schools and Colleges or its regional equivalent. A course-by-course evaluation is required. A list of approved credential evaluation services is available from the board office or on the website at www.naces.org/members.htm. Candidates must complete one college-level course in United States Income Taxation and one course in United States Business Law from a 4-year United States bachelor-degree granting institution in addition to any other course deficiencies as determined by the credential education evaluation.

ETHICS EXAMINATION - The ethics examination is required for all Wisconsin applicants and is available on-line. The exam consists of 50 questions on the Wisconsin Statutes and Administrative Code governing the profession. After receipt of your completed application and all supporting documents, you will be emailed or sent a checklist with your authorized passcode and instructions on how to take the on-line exam.

VERIFICATION OF EXAMINATION SCORES OR REGISTRATION STATUS (FORM #131) - Candidates applying by endorsement or transfer of examination credit from another jurisdiction are required to have the examination/licensure information verified by the registration agency in the other jurisdiction. Do not complete this form if you passed the examination in Wisconsin.

Complete Section I of the form and forward to the registration board in the other jurisdiction for completion. Exam scores and licensure status must be indicated on the form by the registration agency. This form must be returned to this office directly by the registration agency in the other jurisdiction. It is suggested that you provide a pre-addressed return envelope. Most state boards require a fee for completion of the verification form. Please contact your state board to determine if a fee is required.

TRANSFER OF CREDIT - Chapter Accy 7.04 Wis. Admin. Code specifies the requirements for transfer of examination credit from another jurisdiction.

ENDORSEMENT - Chapter Accy 7.05 and Accy 8, Wis. Admin. Code specifies the requirements for endorsement of a credential from another jurisdiction.

REVIEW DATES - Applications will be presented for evaluation when all required documents, including the ethics examination, are received.

Review Dates

April 24, 2012
June 27, 2012
September 20, 2012
November 29, 2012

Deadline Dates for Receipt of All Documents

March 22, 2012
May 24, 2012
August 17, 2012
October 26, 2012

These are tentative meeting dates and are subject to change.

The license will expire on December 14 of the odd-numbered year.

A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of accounting is available on the web at <https://docs.legis.wisconsin.gov/> or at most public libraries. If you wish to purchase a copy, information for ordering a codebook may be found by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.